

# **Psychiatric Hospital Assistant Superintendent- Quality Management**

## **Job Announcement**

Please submit all resumes and inquiries to [claudette.seymour@tn.gov](mailto:claudette.seymour@tn.gov)

## **Organization Description**

Memphis Mental Health Institute (MMHI) is a psychiatric hospital that has been serving the Memphis community since 1962. Hospitalizations are on a voluntary or involuntary basis, or patients can also be referred by the court system for pre-trial evaluations. The hospital offers 2 short-term care units for a total of 55 beds. The mission of Memphis Mental Health Institute is to provide a therapeutic environment centered on compassion and quality care for each individual we serve. It is the vision of MMHI to be recognized for providing person-centered psychiatric care in a therapeutic, supportive, and compassionate environment.

## **Summary of Position**

Under the direct supervision of the hospital's Chief Executive Officer, the Psychiatric Hospital Assistant Superintendent-Quality Management serves as a member of the Executive Leadership Staff. This critical position is responsible for directing and overseeing all quality management services for the hospital. Responsibilities include assuring and monitoring the overall compliance of standards with all applicable regulatory agencies such as the State, the Joint Commission, CMS, HMO's, etc. Other duties will include identifying potential problems, opportunities for improvement, developing corrective action plans and monitoring data for plan effectiveness.

This position will provide supervision and oversight for the following departments: Medical Records, HIPAA, Utilization Management, Risk Management and Patient Rights.

## **Education / Experience**

Possession of a bachelor's degree from an accredited college or university and experience equivalent to five years or more of full-time professional mental health or quality management work in a hospital or comparable setting, including at least two years of supervisory or managerial experience.

Substitution of Education for Experience: Additional graduate coursework in hospital administration, public administration, business administration, or a social or behavioral science may substitute for the required experience on a year-for-year basis to a maximum of two years, there being no substitution for the required two years of supervisory or managerial experience.

## **Benefits**

Benefits include: State Hybrid Pension Plan, 401K and 457 (Deferred Compensation), 11 paid Holidays, Annual, Bereavement, Military, Family Medical, Maternity, Sick Leave, Sick Leave Bank, Flexible Benefits. Insurance is available including Health, Dental, Life, and Vision.

TDMHSAS is an AA/EEO/ADA employer.

Pre-employment criminal background check is required.